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MEMORANDUM FOR: Chairman, Historical Board,

SUBJECT : Use of CIA Annuitants as Independent Contractors
(Historical Writers)

1. In my opinion the historical writing program will be carried out most effectively by using individuals who can give full time attention to the preparation of a historical paper. In many cases the "part time" services a staff officer can spare from his regular assignment will preclude a thorough job of researching, interviewing and writing. In the absence of available full time staff personnel you may find your program can best be carried out by engaging uniquely qualified Agency annuitants, as Independent Contractors, to prepare required historical studies.

2. A headquarters notice will soon be published setting forth the Agency's policy on the contractual rehire of retired civilian Government employees. The notice will also contain general ground rules and procedures to be followed when such retired annuitants are rehired by contract.

3. I am setting forth below a few guidelines which may assist you in the selection, hire and use of retired Agency annuitants, as Independent Contractors, to prepare required historical papers.

(a) After the Board reviews the experience and qualifications of an individual and he is found acceptable by the component concerned, the Board submits a memorandum of intent to the Office of Security requesting approval to contact the individual for pre-contract discussion.

(b) The nature, extent and complexity of the proposed historical study (ies) are among the items to be considered by the Board in proposing a contractual fee. Necessary coordination will be effected with the Office of Personnel and the using component. If an individual is engaged to write one study he will be paid a fee for that study, if engaged to prepare several studies he may be compensated on a retainer fee basis. It is my feeling that normally a historical writer engaged as an Independent Contractor should not be paid a fee in excess of \$12,000 per year. In no event will the individual's fee plus his annuity exceed the current salary of his grade and step held at time of retirement.

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(c) It will be the responsibility of the using component to obtain an appropriate security approval for the individual's contract use.

(d) Contracts will be prepared by the Contract Personnel Division, Office of Personnel. Most will be written for a period of 2 to 6 months depending upon the time estimated to complete the study. Contracts with retired annuitants paid on a retainer fee basis will normally be written for a period of one year. Renewal of a contract may be requested when warranted by the facts of use. All contracts will contain a clause providing that the Government may terminate the agreement for any reason upon a specified number of days notice.

(e) As a matter of information, the Office of Medical Services will be notified of each Independent Contractor on the historical program, his location, assignment and the duration of his contract.

(f) A work plan should be arranged with the individual in which measurable progress points are established.

(g) The sensitivity of the subject, classification and amount of documents required as well as the classification of the ultimate historical paper may make it mandatory that all work be performed within the secure confines of an Agency installation. If such is the case the contract should so state.

(h) Limited expenses to include travel and per diem may be permitted in the contract for essential research interviewing. In each instance such expenses should be specifically approved in advance by an authorized Agency representative.


Emmett D. Echols
Director of Personnel

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Group 1 --- Excluded from automatic downgrading and declassification.